12 19 01
saved as: ecm progress report layout 12 19 01

Purpose:

Provide periodic progress reports to demonstrate achievement of task order requirements

Header:

Times New Roman, 12, center, no bold/slant/underline:
                    Enterprise Configuration Management Implementation
                                    Deliverable 90.x.y
Where x = phase number such as 1,2,3…
And y = succession number within the phase such as 1,2,3,…

Footer:

Times New Roman, 12, leftmost:
Page z
Where z= page number

Times New Roman, 12, rightmost:
Date Printed: a/b/c
Where a/b/c = the date from the software

Body:

Section Headers: Times New Roman, 11, bold, underlined, left side;
Section Body: Times New Roman, 11, left side:

Report Coverage:
Phase **x** Period **y** (for the period **f/g/h-i/j/k**)
Where x = phase number such as 1,2,3… (and agrees with the header)
Where y = succession number within the phase such as 1,2,3,… (and agrees with the header)
Where f/g/h is the beginning date for the report period such as 11/01/01
Where i/j/k is the ending date for the report period such as 12/07/01

Executive Summary:

Describes the most important accomplishments and challenges for the report period.

Recommendation:

Describes enterprise configuration management recommendations.

Milestones For the Task Order:

The header will be stated.
The body will state "See Attachment A."

Objectives For This Period:

The header will be stated.
Line one of the body will state "See Attachment B."
The body will also include a matrix containing a header row and one row for each period objective and five columns ("objective", "status", "objective start date", "objective completion date", and "comments". Each cell will describe the objective and column descriptor for that objective.

Objectives for the Next Period

Lists the objectives for the following report period

Observations:
Nnnnn
Where nnnnn is the topic of the body
Description of topic

List of included Documents:

The body will be a matrix containing a row for each included document and 3 columns ("A, B, C, … ", the document title, and the electronic document title.